

## **Frequently Asked Questions**

### **1. Office and Counter Hours?**

8:30AM – 11:00 AM & 3:00 – 4:30PM

### **2. What Inspection do I need on my house when building? General Inspection Below:**

- a) Footing and Foundation after Waterproofing
- b) Strapping
- c) Rough Plumbing and Water Test on Waste and Vents
- d) Framing, After Roof, Siding and Windows
- e) Fireplace, Masonry, Pre-Fab, or Wood Stove
- f) Insulation
- g) Drywell for Swimming Pools
- h) Final, When Job is complete.

### **3. What is required for a Building Permit?**

Two Sets of ¼ inch scale plans, B.P. application completed, License contractor, signed and notarized and workers Comp Ins.

### **4. What's required on the Plans to Submit for a Building Permit?**

Plans are required to be ¼ inch scale; Square footage is required on the plans of all items being built and Needs to show existing and new for additions being applied for.

### **5. What are the hour's contractors can work?**

7:00 AM – 8:30 PM seven days a week.

### **6. How old can a survey be to get an updated Certificate of Occupancy?**

Surveys require clearing calculations, lot coverage and Building coverage and all structures reflected, if a survey reflects all items required no more than 10 years old.

### **7. What is required for a pool permit?**

(Staked survey for all pools)

### **8. Where do you need carbon monoxide and smoke detectors required?**

Smoke Detectors are required in every bedroom and one in the hallway within 10 feet of any bedroom. Carbon Monoxide Detectors, if applicable, one on every level is required.

### **9. What size plans require an Architects/Engineer stamp?**

1500 sq. ft. or bigger requires a stamp.

### **10. How far back do building department records go?**

*(Our records started September of 1957)*

**11. How much is an updated co?**

Certificate of Occupancy Fee is \$200.00

**12. How tall of a fence can you erect without a Building Permit?**

A fence can be 4 Feet High around the front of the property and 6 Feet High along the sides and rear.

**13. What's the largest structure you erect without a Building Permit?**

*Not more than 6x6x6 or 36 sq. ft.*